

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position: Claim Auditor
Position #: 051-641-1771-XXX
Salary Range: \$2804-\$3408
Issue Date: January 7, 2009
Contact: Laura Nicholls
(916) 323-1598
Location: Division of Audits
3301 C Street, Suite 700
Sacramento, CA 95816
Final Filing Date: Statewide Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position:

With close supervision provided by an Assistant Principal Claim Auditor, will audit claims against the State for legitimacy, compliance with provisions of the law, and state practices.

Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Audit claims for payment from the State Treasury. Audit procedures consist of determining legal authority to incur financial obligations, that claims are charged against the proper appropriations, claims comply with contract terms, DPA, Board of Control, and other regulatory and statutory provisions, claims are supported by evidence, work was performed or goods delivered, and expenditures are proper in regard to the programs of the agency submitting the claims.
- Reviews contracts and contract amendments, and prepare brief of provisions for entry into a contracts database for use in reviewing claims for payment of contracts. Posts contract payments to the contracts database to insure that total payments claimed do not exceed total contract amount.
- Performs research using the State Constitution, State and Federal statutes, opinions of the Courts and Attorney General, California Administrative Code, and SCO opinions, to answer questions that arise in the course of reviewing claims for payment.
- Prepares written summaries of claim corrections for errors for lead auditor review; prepares claim correction and claim rejection letters to agencies setting forth reasons for correction or rejection.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Audits
ATTN: Laura Nicholls
300 Capitol Mall, Suite 418
Sacramento, CA 95814